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# City of Detroit

## CITY COUNCIL

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TO: The Honorable City Council

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: October 28, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division for the Regular Session of October 28, 2014. All items on this list are included on the City Council Agenda for October 28, 2014 to be referred to the appropriate Standing Committee for review and report back to the City Council, with the exception of 3 City Council personal service contracts listed on the Consent Agenda.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

### Attachment

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on October 28, 2014.

<b>Department</b>	<b>No. of Contracts or Purchase Orders</b>	<b>Detroit-Based Business Bids</b>	<b>Change, Extension Increases, Renewals</b>	<b>Located in Detroit</b>
City Council 3 Personal Service contracts	3	0	2 Changes	2
Finance	1	0	1 Extension	0
Inform.Tech.Services	1	0	0	1
Plan. & Developmt. 1 EDC contract, previously submitted and referred	1	0	0	1
Public Works	1	0	1 Renewal	1
Recreation 2 Personal Service contracts	3	0	0	3
Transportation	4	0	0	0
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<b>Totals</b>	<b>14</b>	<b>0 Detroit-Based Business Bids</b>	<b>2 Changes 1 Extension 1 Renewal</b>	<b>8</b>
<b>1 Contract previously submitted for Planning and Development</b>				

The Honorable City Council  
Contracts and Purchase Orders - Statistics  
Items Submitted for Referral October 28, 2014

Page 2

This list represents expenditures totaling \$ 13,346,220.31<sup>1</sup>

1 Contract with Planning and Development Dept., previously submitted is not included in statistics

Included in the total costs are the following:

City General Fund	\$ 2,866,515.86
General Obligation Bond	\$ 655,500.00
General Grants Fund	\$ 53,100.00
Transportation Grant Fund	\$ 9,771,820.45

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<sup>1</sup> This list includes: Renewals, extensions of current contracts for 1 year and for 15 months; New contracts for one-time purchase and terms of 1 to 5 years; Personal Service contracts for 3 months to 1 year and changes to existing contracts.

TO: THE HONORABLE CITY COUNCIL

FROM: David Whitaker, Director  
Legislative Policy Division Staff

DATE: October 28, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT  
THE FORMAL SESSION OF OCTOBER 28, 2014**

### **FINANCE**

2657451 100% City Funding – To Provide Onsite Technical and Functional Support of Software used for Compliance with the Michigan State Tax Commission’s Requirement for Property Assessments – Contractor: Belleful, Szur & Associates, Inc. (BS&A) Software, Location: 14965 Abbey Lane, Bath, MI 48808 – Contract Period: July 1, 2014 through June 30, 2016 – Increase Amount: \$850,225.00 – Contract Amount: \$3,455,875.00

This amendment is for increase of funds and extension of time. Original amount of contract \$2,605,650.00

**Costs budgeted to General Fund, Acct. 1000-230120-000075-617900-00060-0-A5020, Appropriation for Assessments Division includes available funds of \$4,003,363 as of Oct. 24, 2014**

**This request is for the approval of an amendment to the contract, which extends the term for 2 years, through June 30, 2016, and increases the cost by \$850,225, to “assist in the implementation of correct Assessment Administration practices and procedures.” According to the Assessment Division, the software is required to be compliant with the Audit of Minimum Assessing Requirements as set by the Michigan State Tax Commission.**

**The Amendment provides that the City will also have the option to extend the contract for additional 2-year terms for the life of the software.**

**Contract services to include: Implementation of establishing standards for Residential Land Values and ECF (Economic Condition Factor) district analysis; Coordinate the update of Land Values and ECF districts; Develop a systematic process for annually updating all residential parcels based on market trends and mass appraisal market modeling; Provide for training current staff. Implementation of the Project Software based on the Contractor setting database standards, and the City Staff setting the real estate market guidelines, which requires considerable communication between the Contractor and City staff.**

**Project fees are indicated to be an estimated \$423,875 for fiscal year July 2014 thru June 2015; and \$426,350 for July 2015 thru June 2016. Annual costs include the following:**

**Onsite days at \$600/day for \$150,000 per year (250 days) for Assistance to Board of Assessors; Onsite days at \$500/day for \$125,000 per year (250) days for Assistance for AMAR compliance; Technical Assistance for Reappraisal Project for \$55,000 each year; Assessing system-Residential at \$37,600 (\$38,400 for 7/15 – 6/16); Assessing – Commercial/Industrial for \$6,900 (\$7,700 for 7/15 – 6/16); Assessing – Personal Property for \$4,675 (\$4,850 for 7/15 – 6/30); Assessing System –ePersonal PropertyApp. \$44,700 (\$45,400 for 7/15 – 6/16)**

*Contract Discussion continues on Following Page*

**Finance Department - *continued***

2657451 100% City Funding – To Provide Onsite Technical and Functional Support of Software used for Compliance with the Michigan State Tax Commission's Requirement for Property Assessments – Contractor: Bellefeuil, Szur & Associates, Inc. (BS&A) Software, Location: 14965 Abbey Lane, Bath, MI 48808 – Contract Period: July 1, 2014 through June 30, 2016 – Increase Amount: \$850,225.00 – Contract Amount: \$3,455,875.00

***Contract Discussion Continued***

This contract was initially approved with Bellefeuil, Szur & Associates (BS&A) the Recess Week of Dec. 27, 2004 for a cost of \$90,000 for a term of 1 year, to provide an on-site support person to provide services at the direction of the Board of Assessors, to assist with the successful operation of the Assessment System, provide on-site training, Assist with the coordination and implementation of the Assessment Roll projects, Assist with implementing correct assessment administration procedures.

Previous amendments have extended the contract 9 years, through June 30, 2014; and increased the costs \$2,515,650. Change No. 5, approved Feb. 14, 2012, extended the contract 2 years, through June 30, 2014, and increased the costs by \$798,930 to a total of \$2,605,650. Services were to continue providing assistance to the Board of Assessors, assist with coordinating and implementing Assessment Roll projects, implementing correct assessment administration practices. Specific responsibilities include: Prepare Assessment notices, Prepare required reports to the State of Mich., Balancing Homestead changes, and Verification of land values.

Previous fees at \$600 per day and \$500 per day remain the same for the proposed extension; Other fees for the Assessing System appears to be increased from 1.5% to 1.6% per year.

There is the Additional cost in this proposed 6<sup>th</sup> Amendment, \$55,000 per year for the Technical Assistance for Reappraisal Project.

Contract checklist, dated Sept. 30, 2014, indicates this contract does provide essential services for the City Assessment Systems to remain in compliance with the State of Michigan regulations.

Covenant of Equal Opportunity Affidavit signed 9-24-14;

TAXES: Good Through 5-8-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 9-24-14, Employment Application submitted complies;

Slavery Era Records Disclosure Affidavit signed 9-24-14, indicating business established 1987, no records to disclose.

## **INFORMATION TECHNOLOGY SERVICES**

289841 100% City funding – To Provide Computer Programming, Coding and Analysis – Contractor: CW Professionals, LLC, Location: One Campus Martius, Detroit, MI 48226 – Contract Period: October 1, 2014 through September 30, 2016 – Contract Amount: \$2,000,000.00.

**Costs budgeted to General Fund, Acct. 1000-310100-000134-617400-00024-0-A5020, Appropriation for Central Data Processing includes available funding of \$15,875,131 as of October 24, 2014.**

**This contract is for the professional and technical personnel to support information technology related projects for the Information Technology Services Department, as well as, other City Departments or Agencies. This contract is recommended for a term of 2 years, through September 30, 2016 for an estimated cost of \$2,000,000.**

**The contract cost is divided into 4 groups: Program Management group for hourly rates from \$60 (Project Assistant) to \$150 (Program Director); System Development/Implementation Group for hourly rates from \$65 (Technical Writer) to \$95 (Security Analyst); Technical Support for hourly rates from \$48 (Help Desk Technician) to \$65 (Telecommunications Technician); Information Design includes 1 position of Desktop Support Technician at \$90 per hour.**

**Three contracts were recently received and approved to provide Computer Technical Resources related to Information Technology Projects: No. 2896736 with Computech for \$3,775,500; No. 2896739 with FutureNet Group for \$6,091,200; No. 2896738 with Data Consulting Group for \$7,053,500. These 3 vendors were selected from Bids received from 7 businesses that were evaluated and scored. CW Professionals did not appear to submit a bid.**

**According to ITS, this contract with CW Professionals is essential due to personnel from CW Professionals (formerly Compuware) have provided assistance to ITS for the mainframe for several years; their services are essential to the shut down of the mainframe, and replacing these services would require additional time resulting in costly delays.**

**Covenant of Equal Opportunity Affidavit signed 2-12-14;**

**TAXES: Good Through 3-3-15 and 1-15-15;**

**Hiring Policy Compliance Affidavit signed 2-6-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 2-12-14, indicating business established 2014, recently, no records to disclose.**

*CW Professionals, formerly the Professional Services unit of Compuware, was sold to Marlin Equity Partners, California private equity firm, early in 2014. CW Professionals continues to be headquartered in the Compuware Building.*

*No. 2821501 was initiated June 2012 thru June 2014 for \$6,000,000; Changes and extension through Sept. 2014, increased the total to \$8,200,000.*

*The following contract was submitted to the City Council, by Special Letter, from the Mayor's Office; Referred to the Planning and Economic Development Committee on October 21; Considered by the Committee at their meeting of October 23. The Contract is being reported to the City Council by the Planning and Development Committee for approval on October 28.*

*The Purchasing Division received the contract on October 20, and per their procedures, placed the contract on the next Purchasing List of items for referral on Oct. 28.*

### **PLANNING AND DEVELOPMENT**

2899173      100% Federal Funding – To increase Economic Activity and Physical Revitalization of Commercial Areas throughout the City of Detroit – Contractor: Economic Development Corporation of the City of Detroit, Location: 500 Griswold, Suite 220, Detroit, MI 48226 – Contract Period: September 1, 2014 through December 31, 2015 – Contract Amount: \$4,250,000.00

**Costs budgeted to Block Grant Fund, Acct. 2001-365008-0-651200-13837-0-0, Appropriation for Appropriation for Economic Development Summer Jobs Program indicated to include available funding of \$6,500,000 as of October 24, 2014.**

*Planning and Economic Development Dept. was to work with the Budget Department to separate the funding for this contract to assist Small Business, and revitalization of commercial corridors, from the funding for the Summer Jobs Program.*

**The focus of the contract services are indicated to be on the attraction and expansion of Small Businesses on major corridors in Detroit neighborhoods.**

**According to the proposed contract, the general objectives are as follows:**

- **To create new businesses and jobs;**
- **To retain and expand existing businesses;**
- **To improve the physical conditions of commercial corridors in mutually agreed upon project areas.**

**The term of the contract is indicated to be from September 1, 2014 through December 31, 2015 for the contract amount not to exceed \$4,250,000.**

**The budgeted costs of this contract are provided in broad general categories.**

<b>Outreach and engagement</b>	<b>\$ 900,000</b>
<b>Project assessment, feasibility and technical assistance</b>	<b>\$ 2,000,000</b>
<b>Direct project costs (loans and grants)</b>	<b>\$ 1,000,000</b>
<b>Other commercial corridor activities</b>	<b>\$ 147,609</b>
<b>Project administration fee</b>	<b>\$ 202,391</b>

**No Clearances or Affidavits are required for contracted vendors that are government entities or government instrumentalities.**

## **PUBLIC WORKS**

2836617 100% City (Street) Funding – To Provide Aluminum Sign Blanks – Contractor: Hercules & Hercules, Inc., Location: 19055 West Davison, Detroit, MI 48223 – Contract Period: April 1, 2015 through June 30, 2016 – Contract Amount: \$379,284.00

This renewal is for extension of time only. Original expiration date March 31, 2015

**Costs budgeted to Major Street Fund, Acct. 3301-193826-0-621907-06424-0-0, Appropriation for Major Street Operations includes available funding of \$45,365,256 as of Oct. 24, 2014.**

**This request is for the 15 month extension of this contract, from April 2015 through June 2016. No additional funding is requested.**

**The contract is required to procure sign blanks required by the Traffic Sign Unit. The contract includes 19 different shapes, sizes. Signs are manufactured by Vulcan Aluminum in Foley, Alabama.**

**The contract was initially approved Feb. 22, 2011, for a 3-year term, through January 31, 2014, for a total cost of \$180,000 (\$60,000 per year). The contract initially estimated requirements of 12,000 sign blanks per year. The contract included options to renew 2 additional years.**

**The first renewal was approved May 27, 2014, extending the contract through March 31, 2015, and increasing the costs by \$199,284. The costs included the renewal for \$109,000 and an existing order for \$90,284. Costs of the individual sign blanks were also increased, with the first renewal, approximately 2%. The contract allows increases up to 5% each year.**

**This proposed renewal/extension continues the rates authorized with the May 2014 approval of the 1<sup>st</sup> renewal, which range from \$5.25 each to \$25.09 each.**

**Contract checklist, received Oct. 7, 2014, indicates this contract extension is required to ensure sign blanks are available.**

**Covenant of Equal Opportunity Affidavit signed 1-14-11;  
TAXES: Good Through 11-2-14 and 1-15-15;  
Hiring Policy Compliance Affidavit signed 10-2-13, Employment Application submitted complies;  
Slavery Era Records Disclosure Affidavit signed 10-2-13, indicating business established 1979, no records to disclose.**

*City Council has received a number of purchasing contracts related to traffic signs:*

*No. 2851840 with MD Solutions, renewal for 1 year, through Sept. 15, 2015, for steel strapping to attach signs, no additional funding, approved June 10, 2014;*

*No. 2893445 with MD Solutions, for 3-year term, through May 2017, for steel sign posts and anchors for \$67,852.47, approved June 24, 2014;*

*No. 2893448 with T & N, for 3-year term, through May 2017, for Steel sign posts and anchors, for \$164,493, approved June 24, 2014;*

*No. 2895739 with US Socket & Screw Mfg. for 3 year term, through June 2017, for bolts, washers and nuts to install traffic signs, for \$50,475, authorized week of August 4, 2014;*

*No. 1898400 with MD Solutions, for 3 year term, through Sept. 2017, for pre-stenciled traffic signs (to be applied to sign faces) and pre-mounted signs, for \$229,871.13, approved Oct. 14, 2014.*



## RECREATION

2897864      100% City Funding – To Provide Construction Services at the Adams Butzel Recreation Center, located at 10500 Lyndon Road, Detroit, MI – Contractor: W-3 Construction Company, Location: 7601 Second Avenue, Detroit, MI 48202 – Contract Period: Upon Receipt of Written Notice to Proceed and Through June 30, 2015 – Contract Amount: \$655,500.00

**Costs budgeted as follows:**

**General Obligation Bond Fund, Acct. 4510-391420/391425-000184-632100-00905-0-A6000; Appropriation for 1994 Capital Improvements includes available funding of \$2,487,970; and General Fund, Acct. 1000-395700-01163-631100-11663-0-RD550; Appropriation for Recreation Operations includes available funding of \$4,448,954 as of October 24, 2014.**

The Department indicates bids were solicited twice for this project, 1 Bid received, from the same vendor, both times. The Department recommends approval of the Sole Bid for the construction and renovation work at the Adams Butzel Recreation Center.

Contractor to provide all materials, labor, equipment, disposal costs, permits and inspection costs. Work and costs indicated to include the following:

Removal of existing ceiling and lighting for \$72,000;  
Replacing interior doors and frames for \$35,014;  
Replace existing HVAC diffusers/returns for \$25,000;  
Installation of new lighting for \$237,980;  
Painting existing metal deck for \$33,150;  
Pool protection/ cleaning for \$52,570;  
Repairs to scoreboard and sound system for \$10,000;  
Installation of Generator for \$30,000;  
Installation of Gym Lighting for \$10,915;  
Upgrades to Corridor Lighting for \$6,937;  
Exterior Door improvements for \$52,750;  
Replacement of hot water boiler for \$23,750;  
Install lighting in computer lab and office for \$1,400;  
General Conditions, Bond, Overhead costs and profit for \$64,034.

Contract checklist, dated Sept. 18, 2014, indicates this contract is essential for maintenance and repairs necessary to provide a safe environment of patrons.

Covenant of Equal Opportunity Affidavit signed 9-12-14;  
TAXES: Good Through 10-4-15 and 1-15-15;  
Hiring Policy Compliance Affidavit signed 9-12-14, Employment Application submitted complies;  
Slavery Era Records Disclosure Affidavit signed 9-12-14, indicating business established 1987, no records to disclose.

*Previous contract for swimming pool repairs at Adams Butzel submitted January 20, 2010, with B&B Pools and Spas for \$3,400 – for work completed in June 2009;*

*Contract 2819548 approved July 2010 with Engineered Comfort Systems for \$36,863 to provide Pool Room Ventilation work at Adams Butzel;*

*Contract 2797590 approved Aug. 2009, with A&H Contractors for \$600,000 for Ice Rink improvements.*

## **TRANSPORTATION**

2896988      20% State, 80% Federal Funding – To Provide Fuel Dispensing Equipment and Parts  
– Contractor: Phoenix Environmental, Inc, Location: 45501 Helm St., Plymouth, MI  
48170 – Contract Amount: \$136,620.45

This is a Sole Bid

**Costs budgeted to Transportation Grants Fund, Acct. 5303-208408-000058-631100-10330-0-DOT51, Appropriation for Federal/State Capital Grants includes available funding of \$25,766,699 as of October 24, 2014.**

**4 Bids solicited, 1 Bid received on Open Market for equipment and parts required for maintaining the fuel dispensing pumps.**

**This recommendation is for approval of the Sole Bid received. Bid was reviewed by the DOT Plant Maintenance Division; the bid is indicated to “appear fair and reasonable.”**

**The bid includes: 2 Type I Dispensers for \$6,258.28 each; and 10 Type II Dispensers for \$11,457.34 each, plus related parts.**

**Contract checklist, dated August 20, 2014, indicates this contract is essential for acquiring equipment required for fueling the coaches and other DOT vehicles.**

**Covenant of Equal Opportunity Affidavit signed 7-3-14;**

**TAXES: Good Through 10-29-14 and 12-30-14;**

**Hiring Policy Compliance Affidavit signed 7-3-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 7 -3-14, indicating business established 1998, no records to disclose.**

***Previous contract with this vendor, Phoenix Environmental, has been with the Water & Sewerage Department, Contract 2772313, to provide preventative maintenance for underground fuel tanks; Approved in August 2008 for \$256,955; and renewed for 1 year, through August 15, 2012, for \$68,701.***

**Transportation Department - continued**

2897406 20% State, 80% Federal Funding – To Provide Engines and Transmissions –  
Contractor: Cummins Bridgeway, LLC, Location: 21810 Clessie Court, New  
Hudson, MI 48165 – Contract Period: September 1, 2014 through August 31, 2019 –  
Contract Amount: \$6,000,000.00

**Costs budgeted to Transportation Grants Fund, Acct. 5303-207070-000058-622100-13886-0-DOT51, Appropriation Not Identified, includes available funds of \$5,945,979 as of Oct. 24, 2014.**

3 Bids solicited, 2 Bids received to provide remanufactured coach engines and transmissions for a term of 5 years. On the specified list of items, WW Williams bid \$2,298,025; Cummins Bridgeway bid \$2,509,057.

Coach engines/transmissions to be removed by Department mechanic, and remanufactured engine/transmission to be re-installed by Department mechanics.

The Department recommended five-year contracts be approved with both bidders for the following annual costs: Cummins Bridgeway at \$1,200,000 per year; and WW Williams Midwest for \$700,000 per year. (For a total of \$1,900,000 per year)

Bid from Cummins Bridgeway provides: Services to be available within 24 hours to pick-up items from DOT's Central Shops; Remanufactured Coach Engines provided at NO discount from the Manufacturer's price list; Labor costs for an estimated 1,600 hours is \$110 per hour for extraordinary repairs; \$300 for the cost of an estimate; Disposal fee of \$200.

Repair work and parts are fully guaranteed for: Parts for 1 year or 100,000 miles;  
Labor for 90 days; Engine for 1 year; 5 years or 300,000 miles of extended coverage provided for \$5,800.

Contract checklist, dated Oct. 13, 2014, indicates this contract is required for essential coach parts.

Covenant of Equal Opportunity Affidavit signed 8-4-14;

TAXES: Good Through 9-15-15 and 12-30-14;

Hiring Policy Compliance Affidavit signed 8-4-14, Employment Application is online and appears to comply;

Slavery Era Records Disclosure Affidavit signed 8 -4-14, indicating no records to disclose.

*Previous contract with Cummins Bridgeway, No. 2794006 was 1 of 2 contracts approved to provide rebuilding and remanufacturing coach engines and transmissions; Initially approved June 16, 2009 for a term of 3 years for \$6,500,000; the contract was extended 3 times through August 2014, with no increase to costs. Labor Rate was \$90 per hour.*

*Contract for WW Williams Midwest, No. 2785764, was approved for a 3-year term for \$9,500,000; and extended 2 times through May 2014.*

**Transportation Department - continued**

2897408 20% State, 80% Federal Funding – To Provide Engines and Transmissions – Contractor: WW. Williams Midwest, Inc., Location: 4000 Stecker Avenue, Dearborn, MI 48126 – Contract Period: September 1, 2014 through August 31, 2019 – Contract Amount: \$3,500,000.00

**Costs budgeted to Transportation Grants Fund, Acct. 5303-207070-000058-622100-13886-0-DOT51, Appropriation Not Identified, includes available funds of \$5,945,979 as of Oct. 24, 2014.**

**3 Bids solicited, 2 Bids received to provide remanufactured coach engines and transmissions for a term of 5 years. On the specified list of items, WW Williams bid \$2,298,025; Cummins Bridgeway bid \$2,509,057.**

**Coach engines/transmissions to be removed by Department mechanic, and remanufactured engine/transmission to be re-installed by Department mechanics.**

**The Department recommended five-year contracts be approved with both bidders for the following annual costs: WW Williams Midwest for \$700,000 per year; and Cummins Bridgeway at \$1,200,000 per year. (For a total of \$1,900,000 per year)**

**Bid from WW Williams Midwest provides: Services to be available within 24 hours to pick-up items from DOT's Central Shops; Remanufactured Coach Engines provided at NO discount from the Manufacturer's price list; Labor costs for an estimated 1,600 hours is \$115 per hour for extraordinary repairs; \$460 for the cost of an estimate; Disposal fee of \$150.**

**Repair work and parts are fully guaranteed for: Parts for 1 year or 100,000 miles; Labor for 90 days; Engine for 1 year; 5 years or 300,000 miles of extended coverage provided for \$5,800.**

**Contract checklist, dated Oct. 13, 2014, indicates this contract is required for essential coach parts.**

**Covenant of Equal Opportunity Affidavit signed 7-21-14;**

**TAXES: Good Through 6-6-15 and 1-15-15;**

**Hiring Policy Compliance Affidavit signed 7-21-14, Employment Application is online and appears to comply;**

**Slavery Era Records Disclosure Affidavit signed 7 -21-14, indicating business established 1981, no records to disclose.**

*Previous contract with WW Williams Midwest, No. 2785764, was 1 of 2 contracts approved initially June 16, 2009, for a 3-year term for \$9,500,000; and extended 2 times through May 2014, with no increase to contract costs. Labor Rate was \$85 per hour.*

*Contract with Cummins Bridgeway, No. 2794006 was approved for a term of 3 years for \$6,500,000; the contract was extended 3 times through August 2014, with no increase to costs.*

**Transportation Department - *continued***

2899331      80% State, 20% Federal Funding – To Provide Hoist, Portable (Mobile Lifting System) – Contractor: CTT Equipment, Location: 4072 E. Old Pine Trail, Midland, MI 48642 – Contract Amount: 135,200.00

This is a One Time Purchase

**Costs budgeted to Transportation Grants Fund, Acct. 5303-2088374-000058-644100-10330-0-DOT51, Appropriation for Federal/State Capital Grants includes available funding of \$25,766,699 as of October 24, 2014.**

**4 Bids solicited, 2 Bid received on Open Market for the purchase of four (4) Portable Hoists. The Hoists are required to lift coaches that will enable mechanics to work on repairs or maintenance.**

**This recommendation is for the Lowest Bid received from CTT Equipment for a costs of \$36,800 per unit (4) for a total cost of \$147,200; CTT Equipment also includes a trade-in, on the existing hoists of \$3,000 each, reducing the contract cost to \$135,200.**

**Manufacturer of the hoists indicated to be Stertil-Koni. Price indicated to include shipping, set-up and training if required, and the pick-up of the old hoist set.**

**Second bid received from Wright Tools for \$39,980 each (4) for a total of \$159,920; did not offer a trade-in for existing hoists.**

**Covenant of Equal Opportunity Affidavit signed 7-28-14;**

**TAXES: Good Through 10-3-15 and 1-15-15;**

**Hiring Policy Compliance Affidavit signed 7-28-14, Employment Application submitted complies;**

**Slavery Era Records Disclosure Affidavit signed 4 -28-11, indicating business established 2009, no records to disclose.**

## **PERSONAL SERVICE CONTRACTS**

### **CITY COUNCIL**

86781        100% City Funding – To Provide a Legislative Assistant to Council Member Saunteel Jenkins – Contractor: Latosia Logan, Location: 13830 Carlisle, Detroit, MI 48205 – Contract Period: September 1, 2014 through June 30, 2015 – \$26.44 per hour – Increase Amount: \$2,690.80 – Contract Amount: \$54,661.12  
Amendment #1 is for increase of funds only

**Costs budgeted to General Fund, Acct. 1000-520305-020000-617903-13667-0-A506, Appropriation for Council Member-At-Large includes available funding of \$533,191 as of Oct. 24, 2014.**

**This request is for an amendment to the contract to increase the hourly rate from \$24.89 to \$26.44, effective September 1, 2014.**

**The contract was initially approved by the Emergency Manager, for a term of 1 year, July 1, 2014 through June 30, 2015 for a total of \$51,970.32.**

**Contract checklist, dated September 24, 2014, indicates the contract is essential for the services provided to the Council Member's Office.**

**TAXES: Good Through 10-10-15; and 1-15-15.**

86993        100% City Funding – To Provide a Legislative Assistant to Council Member George Cushingberry – Contractor: Willie Smith, Location: 16045 W. McNichols, Apt #2, Detroit, MI 48235 – Contract Period: September 30, 2014 through December 31, 2014 - \$12.50 per hour – Contract Amount: \$5,250.00

**Costs budgeted to General Fund, Acct. 1000-520305-020003-617903-13670-0-A506, Appropriation for Dist. 2 Council Member includes available funds of \$366,365 as of Oct. 24, 2014.**

**This request is for approval of a new contract for services to the Council Member's Office.**

**Contract checklist, dated October 2, 2014, indicates the contract is required for the services.**

**TAXES: Good Through 8-29-15; and 1-15-15.**

## **PERSONAL SERVICE CONTRACTS**

### **City Council - *continued***

86944      100% City Funding – To Provide a Legislative Assistant to Council Member Saunteel Jenkins – Contractor: Danielle Morgan, Location: 24375 Lafayette Circle, Southfield, MI 48075 – Contract Period: September 1, 2014 through June 30, 2015 – \$26.44 per hour – Increase Amount: \$8,350.06 – Contract Amount: \$49,360.54  
Amendment #1 is for increase of funds only

**Costs budgeted to General Fund, Acct. 1000-520305-020000-617903-13667-0-A506, Appropriation for Council Member-At-Large includes available funding of \$533,191 as of Oct. 24, 2014.**

**This request is for an amendment to the contract to increase the hourly rate from \$21.63 to \$26.44, effective September 1, 2014.**

**The contract was initially approved by the Emergency Manager, for a term from, August 4, 2014 through June 30, 2015 for a total of \$41,010.48.**

**Contract checklist, dated October 8, 2014, indicates the contract is essential for the services to the Council Member's Office**

**TAXES: Good Through 6-30-15; and 1-15-15.**

## **PERSONAL SERVICE CONTRACTS**

### **RECREATION**

*City Council approved May 27, 2014, a Memorandum of Understanding with the National Recreation and Park Association acting as the fiduciary for the Coca-Cola Troops for Fitness Program to receive a total of \$192,500 in grant funding, for a 3-year program. Recreation to receive \$145,000 for the first year; upon satisfactory performance, the Dept. will receive \$47,500 the 2<sup>nd</sup> year; no funding is received the 3<sup>rd</sup> year. No Matching funds are required.*

*According to the Program requirements, the Recreation Dept. is to hire military veterans to instruct / lead fitness and nutrition programs and activities for the duration of the 3-year Memorandum of Understanding. At least 26 military veterans are to be hired to engage a minimum of 10,900 participants in the Coca-Cola Troops for Fitness programs and activities.*

*Reports are due to the fiduciary on April 1, 2015, April 1, 2016, and April 1, 2017.*

*The following 2 contracts are part of the implementation of the Coca-Cola Troops for Fitness Program.*

86310      100% Other Funding – Project Compliance Assistant – To Implement Fitness and Nutrition Activities between the Detroit Recreation Department and the Coco Cola Troops for Fitness Programs – Contractor: Antoine Flowers, Location: 11750 W. Outer Drive, Detroit, MI 48223 – Contract Period: October 1, 2014 through July 1, 2015 – \$27.00 per hour – Contract Amount: \$24,300.00

**Costs budgeted to General Grants Fund, Acct.3601-398552-390005-617903-13815-0-RD550, Appropriation for Coca-Cola Troops for Fitness includes available funding of \$192,500 as of October 24, 2014.**

**This contract is for services to provide the financial and administrative reporting, including the planning, execution and implementation of tasks relating to the financial operation of grant services. Specific services includes:**

**Advise and furnish information to management on the fiscal and business administration of the grant projects; Providing detailed summary of program progress, record number of veterans engaged, and record the number of participants engaged; Evaluates and recommends any changes to improve efficiency and accomplish goals of the grant; Instruct/train assistants on activities required to accomplish projects specified in the grant.**

**Services provided from Northwest Activity Center.**

**Contract checklist, dated October 1, 2014, indicates this contract is essential for services to comply with grant requirements.**

**TAXES: Good Through 9-22-15 and 3-4-15.**



## **PERSONAL SERVICE CONTRACTS**

### **Recreation Department - *continued***

86311      100% Other Funding – Project Manager – To Provide Project Management for the National Recreation and Park Association's Coca Cola Troops for Fitness Program – Contractor: Phillip Talbert, Location: 2720 Oakman Court, Detroit, MI 48238 – Contract Period: October 1, 2014 through June 30, 2015 – \$32.00 per hour – Contract Amount: \$28,800.00

**Costs budgeted to General Grants Fund, Acct.3601-398552-390005-617903-13815-0-RD550, Appropriation for Coca-Cola Troops for Fitness includes available funding of \$192,500 as of October 24, 2014.**

**Contract services are to provide the project management for the National Recreation and Park Association's Coca-Cola Troops for Fitness Program. Specific services to include:**

**Management and coordination of project content;  
Recruitment, and assignment of veterans to serve as program instructors;  
Coordination of training for the project staff;  
Coordination of project content at the specific project sites;  
Coordination of project and program outreach to veteran and community based organizations;  
Supervision of project administrative and budget staff;  
Coordination and compilation of all required reporting systems;  
Identification of potential community partners to support the project and continue the project beyond the funding cycle.**

**Contract checklist, dated October 1, 2014, indicates this contract is essential for services to comply with grant requirements.**

**TAXES: Good Through 9-10-15 and 1-15-15.**

***City Council may wish to inquire if the individual contractors recommended are veterans, if these positions are required to be veterans, and if these 2 contracts are counted in the minimum of 26 veterans to be hired to provide services for the Coca-Cola Troops for Fitness Program.***